

COMMUNITY MANAGEMENT, INC.

2108 SE 9th Avenue
Portland, OR 97214

**IRVING STREET LOFTS OWNER/TENANT INFORMATION REQUEST
2009**

Dear Owner:

Please take a few moments to provide the information below. Your Board of Directors and Managing Agent are charged with the responsibility of maintaining records on behalf of the Association. It is very important we have accurate information on file in the event of an emergency. If you are renting your unit, please ensure your tenant has been provided a copy of the governing documents. The Board of Directors will be using e-mail as a communication tool - please be sure that your main e-mail address is listed below.

Owner's Information

Owner occupied [] **Unit #** _____ **Storage unit #** _____
Name(s) _____
Address _____

Telephone(s)- Home: _____ **Business:** _____
E-mail address: _____ **Cell:** _____

Emergency contact other than a resident _____
Telephone(s) Home: _____ **Business:** _____
E-mail address: _____ **Cell:** _____

Tenant's Information

Tenants/Renter [] **Unit #** _____
Please list names of all occupants of unit:
Name(s) _____

Address _____ Unit # _____

Telephone(s)-Home: _____ **Business:** _____
E-mail address: _____ **Cell:** _____

Occupant Auto and Pet Registration

Vehicle(s)

Make Year License #

Pet [] Cat [] Dog [] Breed _____ [] Other _____

NOTE: If you are renting your unit, please be sure your tenant is given a copy off all documents pertaining to the rules of the complex. All leases must be subject to these rules.

I have received and read a copy of the rules. I agree to furnish the most current copy of rules to the tenant.

Owner Signature _____
Tenant Signature _____

Fob & Garage Opener Registration (Please list all fob's and garage opener's below)

_____	_____	_____	_____
Fob	Fob	Fob	Fob
_____	_____	_____	_____
Fob	Fob	Garage Opener	Garage Opener

This information is for CMI and the Board of Directors only.